

POSITION INFORMATION	
Position Title	Visitor Information Specialist – Summer Part-time
Date	5/08/2012
Department	Visitor Services
Reports To	Director of Visitor Services

FLSA CLASSIFICATION	
Exempt	<input type="checkbox"/>
Non-Exempt	<input checked="" type="checkbox"/>

PURPOSE
Assist with the Visitor Information Center operations to ensure the timely, accurate and comprehensive dissemination of information to visitors to the Pikes Peak region. Weekend work required.

ESSENTIAL DUTIES/RESPONSIBILITIES
<ul style="list-style-type: none"> Working weekends, late afternoon shifts and other days as scheduled, position maintains and staffs the downtown Visitor Information Center Stock all brochure racks Cover front desk and assist visitors Open and/or close out the cash register and prepare daily deposit.

MINIMUM QUALIFICATIONS	
Education	High School Diploma
Experience	Minimum two (2) years related experience; Experienced with customer service
Knowledge, Skills & Ability	<ul style="list-style-type: none"> High energy self-starter with strong customer service skills Proven organizational skills Ability to prioritize and manage multiple projects/responsibilities simultaneously while meeting stringent deadlines; ability to take initiative with projects Knowledge of local tourist industry and facilities Capable and confident in working alone in a public setting Strong interpersonal skills, maturity and good judgment Capability of communicating in a professional manner with a diverse range of individuals Ability to work collaboratively Reliable, dependable, flexible and responsive; able to work outside of normal work schedule as needed/directed
Working Relationships	All levels of ECSPP employee base, volunteers, clients, members.